

WORKFORCE DEVELOPMENT MANAGER

PURPOSE AND NATURE OF WORK

Position is responsible for directing a federally funded Workforce Investment Act (WIA) program. The incumbent in this position interprets regulations and plans and monitors all aspects of the program. Supervision is exercised over a staff of counselors, and clerical, administrative and custodial personnel. General direction is received from the Director of Community Development.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Establishes and manages fiscal, monitoring and reporting processes which insure that the receipt and disbursement of WIA funds is in compliance with State and Federal regulations and in conformity with the terms of approved training plans or special grants. Designs specific job training programs to meet industry needs. Prepares and oversees division's budget. Develops plans and provides information for implementation of new Job Training initiatives. Establishes policies and procedures in accordance with Federal regulations. Prepares and submits all documentation required by State and Federal authorities for the filing of WIA grant applications and to report ongoing activities. Negotiates contracts with service providers. Monitors performance of subcontractors and directs corrective action when necessary.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the Workforce Investment Act and all related Federal and State regulations.

Ability to plan, organize and coordinate work of subordinates.

Ability to prepare and analyze reports.

Ability to communicate effectively, to groups and individuals, both orally and in writing.

Ability to maintain effective working relationships with subordinates, public officials, private and public agencies, and community organizations.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a four-year college with major course work in business, accounting, management or related field and considerable experience in the administration of federally and State funded programs with progressive supervisory experience; or any equivalent combination of training and experience.